

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**POSITION VACANCY ANNOUNCEMENT**

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**CHILD AND FAMILY SERVICES AGENCY**  
**HUMAN RESOURCES ADMINISTRATION**

<b>ANNOUNCEMENT NO:</b> CFSA-09-P017	<b>POSITION:</b> RESEARCH AND DATA SUPERVISOR, MS 301-13
<b>OPENING DATE:</b> 11/18/08	<b>CLOSING DATE:</b> OPEN UNTIL FILLED
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> 12/02/08	<b>SALARY RANGE:</b> \$76,996 - \$107,794 PA
<b>WORK SITE:</b> WASHINGTON, D.C.	<b>TOUR OF DUTY:</b> 8:15 A.M. TO 4:45 P.M. Monday – Friday
<b>PROMOTION POTENTIAL:</b> NONE	<b>AREA OF CONSIDERATION:</b> UNLIMITED
<b>NO. OF VACANCIES:</b> 1 (ONE)	

**AGENCY:** Child and Family Services Agency (CFSA), Planning, Policy & Program Support (ODDPPPS)

**DURATION OF APPOINTMENT:** MANAGEMENT SUPERVISORY SERVICE (AT WILL)

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**"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.**

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**RESIDENCY PREFERENCE AMENDMENT ACT:** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent serves as the Supervisory Data Advisor in the Office of Planning, Policy and Program Support (ODDPPPS) Child and Family Services Agency (CFSA), responsible for careful data analysis and reporting, which leads to practice change. Oversees the work of subordinate Data Analysts, gathering, analyzing and reporting on CFSA's quantitative and qualitative data using proven methodologies. Provides expert policy advice to the Deputy Director for Planning, Policy and Program Support. Supervises a team of Operations Research Analysts and Research Information Specialists who gather, analyze and report on CFSA's quantitative and qualitative data using proven methodologies. Supervises data staff in planning and assigning work, including arranging necessary training and staff development. Interviews applicants and makes recommendations for hiring. Evaluates the performance of subordinates and conducts staff meetings to clarify issues and obtain status reports on data projects. Oversees the process for developing, evaluating and monitoring outcomes for the agency through quantitative and qualitative data analysis. Assesses and compares the impact of existing data reports and alternatives. Responds to data requests from Federal Agencies, the Executive Office of the Mayor, CFSA Stakeholders, and the Office of the CFSA Director. Develops and evaluates methodologies of gathering and interpreting qualitative and quantitative child welfare data, including instrument design. Meets with federal and District stakeholders to produce state of the art child welfare data initiatives. Manages the review, analysis, and data information sharing within the agency to facilitate practice improvement. Develops, creates, and aids in trend analysis through the application of specialized knowledge in data analyses and gathering within and between agency partnering agencies. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.**

**SELECTIVE PLACEMENT FACTORS:**

- Master's Degree
- Two to Five years of specialized experience

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge and skill in current management concepts and practices, to effectively supervise staff in coordination with management goals and objectives of the Agency;
2. Knowledge of public policy issues related to child welfare;
3. Knowledge of pertinent research and analytical methodology;
4. Ability to exercise judgment in all phases of data analysis and to effectively express ideas orally and in writing; and
5. Ability to work collaboratively in multi-disciplinary teams;

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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<b><u>TO APPLY:</u></b>	<b><u>MAIL TO:</u></b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b><u>WALK-INS:</u></b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
	<b><u>FAX TO:</u></b>	<b>(202) 727-5750</b>	<b><u>WEB SITE:</u></b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
	<b><u>EMAIL TO:</u></b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>	<b><u>TELEPHONE:</u></b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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